

Report for Week Ending 24 October 1956  
from  
RECORDS MANAGEMENT OFFICER FOR REPORTS AND CORRESPONDENCE

Numbered Projects

No change

General Activity and Information

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Mr. [REDACTED] and I completed the item-by-item identification of the administrative files of the Chief, Graphics Register Division. About 4½ cubic feet of inactive records were segregated for disposition consideration. Establishment of a subject-numeric system for the 1956 files will make possible the segregation of perhaps another two cubic feet of inactive records. Project is 5% complete.

The flier "Are You Dropping Your O's" was distributed to administrative Officers of the DD/S and DD/I Components, and to the Distribution Control Officer, DD/P.

Work is continuing on improving our central reference on headquarters-wide reporting requirements.

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First draft of the pamphlet "So You Have a Space Problem" is now about 80% complete.

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Met with Miss [REDACTED], Chief of the OTR Reading Improvement School, to develop a plan for improving the readability of Agency writings. Request for such a plan originated with the Director and was passed on to Miss [REDACTED], O/DD/I. Based on our discussion, Miss [REDACTED] will submit a plan to Mr. [REDACTED] calling for the publication of material on organizing your writing, format, and effective expression. She will propose that the development of these guides be a joint Office of Training-Management Staff effort, assisted by a representative from each DD/I Office.

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